

# Changing Your Role In CDX

- Example: Your role is currently “Permittee (signature)”. You have been asked to apply for the “Permittee (no signature)” role in CDX so that you can perform the Permit Administrator functions within NetDMR, but no longer need to sign and submit the DMRs.
- A similar process will apply to all role changes.

# Changing Your Role in CDX

- Log into CDX (cdx.epa.gov)
- Click on “Manage Your Program Services”

The screenshot displays the CDX Central Data Exchange user interface. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this, the CDX logo and 'Central Data Exchange' text are visible, along with a 'Contact Us' link and a login status indicator 'Logged in as JBTAFTTEST (Log out)'. A secondary navigation bar includes 'MyCDX', 'Inbox', 'My Profile', 'Submission History', and 'Payment History'. The main content area is divided into several sections: a 'Services' table with columns for Status, Program Service Name, and Role; a 'CDX Service Availability' section with a link to 'See the status for all program services'; and a 'News and Updates' section stating 'No news/updates.'. At the bottom, there are two buttons: 'Add Program Service' and 'Manage Your Program Services', with the latter being highlighted by a red rectangular box.

Status	Program Service Name	Role
	NDMR-NY: NetDMR: NYSDEC	Permittee (signature)

# Changing Your Role in CDX

- Choose the dropdown for your program service

## Manage Program Services

[Add Program Service](#)

[Back to MyCDX](#)

[\[Expand All\]](#) [\[Collapse All\]](#)

New York State Department of Environmental Conservation, 625 Broadway, Albany, NY, US 12233, (518) 402-

NDMR-NY: NetDMR: NYSDEC

nys dec test, 625 Broadway, Albany, NY, US 12233, (518) 402-

# Changing Your Role in CDX

- Click on “Deactivate” and confirm

## Manage Program Services

[Add Program Service](#)

[Back to MyCDX](#)

[\[Expand All\]](#) [\[Collapse All\]](#)

New York State Department of Environmental Conservation, 625 Broadway, Albany, NY, US 12233, [REDACTED]

[\[-\]](#) NDMR-NY: NetDMR: NYSDEC

[+](#) Request New Role

Role	Program ID	Status	Details
Permittee (signature)		Active (Deactivate)	<a href="#">View Information</a>

# Changing Your Role in CDX

- Click on “Request New Role”

## Manage Program Services

[Add Program Service](#)

[Back to MyCDX](#)

[\[Expand All\]](#) [\[Collapse All\]](#)

New York State Department of Environmental Conservation, 625 Broadway, Albany, NY, US 12233, (

NDMR-NY: NetDMR: NYSDEC

[+ Request New Role](#)

Role	Program ID	Status	Details
Permittee (signature)		Deactivated	<a href="#">View Information</a>

# Changing Your Role in CDX

- Enter New Role
- Click “Add Selected Role”
- Enter Job title if prompted and confirm

Role Not Selected

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Select a role from the drop down list and provide any required additional information, if applicable.

Select a Role

# Changing Your Role in CDX: Permittee (signature)

- Note that if you are changing from Permittee (no signature) or Data Provider to a Permittee (signature) role, you WILL be required to authenticate and have an approved Signature Agreement on file.
- You may choose to submit the Signature Agreement electronically or submit via paper form
- Electronic submission of the Signature Agreement is approved immediately, while paper submissions will need to be approved by your Instance Regulatory Authority (NYS DEC NetDMR Team)
- **You need to be Permittee (signature) role to be able to have role of “signatory” in NetDMR and sign and submit DMRs.**